

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Land Use Policy Program Manager	
		Division and/or Subdivision Board of Forestry and Fire Protection	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento	
		Class Title of Position Senior Environmental Planner	
		Position Number 541-001-4713-XXX	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<p>The Board of Forestry and Fire Protection (the Board) is a government-appointed body within the Department of Forestry and Fire Protection (CAL FIRE). It is responsible for developing the general forest policy of the state, determining the guidance policies of the CAL FIRE, and representing the state's interest in federal forestland in California. Together, the Board and the CAL FIRE work to carry out the California Legislature's mandate to protect and enhance the state's unique forest and wildland resources. The Board is charged with protecting all wildland forest resources in California that are not under federal jurisdiction. These resources include major commercial and non-commercial stands of timber, areas reserved for parks and recreation, woodlands, brush-range watersheds, and all private and state lands that contribute to California's forest resource wealth. The incumbent will direct the Board's land use policy and planning functions under the general direction of the Executive Officer.</p> <p>*Develop regulations and policies to implement the Board's programs as required under Public Resources Code 4290 and 4291, such as: road standards for fire equipment access; standards for signs identifying streets, roads, and buildings; fuel breaks and greenbelts; the minimum private water supply reserves for emergency fire use; and defensible space. *Manage internal and external task forces, as needed, to conduct fact finding and review existing regulations, research alternative options, and propose new regulations as necessary. *Responsible for all aspects of the Board's compliance with the Administrative Procedures Act, including the drafting of findings, environmental impacts, and rulemaking justifications. *Provide analysis and technical environmental documents to the Board.</p>		
15%	<p>*Initiate, develop, and implement programs to support the Board's regulatory authority to review General Plan Safety Elements. *Edit, draft, and maintain various environmental documents and reports to aid in promoting fire safe development and planning, including, but not limited to, materials used for Safety Element Review, policy documents, regulations, and technical assistance documents. *Brief the Board on relevant legislation and its impact or potential impact to the Board's functions. *Assist the Executive Officer by interacting with the CAL FIRE Land Use Planning Program to provide technical assistance, analysis, and recommendations to field staff. *Monitor and evaluate environmental research findings accomplished by contract consultants.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See page 2			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory _____			
Initials and date _____			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Land Use Policy Program Manager	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	*Provide principal staff assistance to the Board's Resource Protection Committee. *Develop agendas and provide analysis, background information, and recommendations on agenda items to Committee/Board members. *Ensure meeting materials are distributed in timely fashion to the public. *Facilitate guest presentations or speakers as requested by Committee/Board members.		
15%	*Assist the Executive Officer in reviewing, analyzing, and developing regulations and policy to implement the State Responsibility Area (SRA) program. *Make recommendations with the Executive Officer in the development and ongoing revision of the statutorily required California Fire Plan. *Work with the Executive Officer to effectuate regulatory changes where needed. *Monitor federal and state fire protection/prevention and environmental policies and legislation with potential impact to Board regulations and policy. *Provide detailed analysis and documentation for legislative bills.		
15%	*Review technical and environmental documents prepared by the Environmental Planner for compliance with applicable laws and general quality. *Supervise programs relating to the Board's authorities regarding Subdivision Surveys (surveying subdivisions with one means of entry/exit), Fire Risk Reduction Communities List (communities that meet best practices for fire hazard planning), and other programs as authorized by the Legislature.		
10%	*Participate as a Department representative on inter or intradepartmental committees, workgroups, and task forces as necessary, such as the California Fire Code Workgroup, Wildland Urban Interface Code Workgroup, California Building Code Chapter 7A Workgroup, Governor's Office of Emergency Services State Hazard Mitigation Plan Workgroup, and the Governor's Office of Planning and Research Technical Advisory Workgroup.		
5%	*Supervise and mentor staff. *Recruit, train, and evaluate job performance. *Administer disciplinary action when appropriate. *Plan, organize and direct assignments to ensure compliance with applicable laws, policies and procedures, regulations, and standards. *Monitor and establish workload priorities and timeframes for completion of projects and assignments. *Meet regularly to provide direction on assignments. *Review staff-generated contracts, environmental reports, and data for quality control and budget conformance. *Train staff on appropriate processes and software.		
	<u>Desirable Qualifications</u> Degree in land use or environmental policy and planning or related field. Knowledge of California statutes and regulation relating to fire protection and resource management. Work well under pressure and able to meet deadlines. Good communication and critical thinking skills. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
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Job qualifications and/or conditions of employment: Up to 30% travel; remote work possible. This travel may be local or statewide, and may result in overnight stays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and Date	